

STATE OF NEW HAMPSHIRE



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BUREAU OF ROAD TOLL ADMINISTRATION
JAMES H. HAYES SAFETY BUILDING
33 HAZEN DRIVE, CONCORD, NH 03305

EARL M. SWEENEY
ASSISTANT COMMISSIONER

SCOTT R. BRYER, CPA
CHIEF OF ROAD TOLL OPERATIONS

April 28, 2010

Dear Licensee:

The Road Toll Bureau previously contacted and reported to licensees that the Bureau will begin to allow secure Internet electronic filing (E-File) of reports, schedules, and applications related to the following licensed taxpayers: motor fuel distributor, biodiesel distributor, oil discharge and pollution control account, and motor fuel and petroleum products transporter. E-Filers may either hand enter monthly report schedules and data in the electronic taxpayer system, or upload Electronic Data Interchange (EDI) files.

In the same mailing, the Bureau forwarded an EDI Implementation Guide that contained, on pages A-43 thru A-46, a Trading Partner Agreement; pg. A-46, the Trading Partner Agreement Partner Profile, is supposed to be completed, signed, and dated by each licensee who wants to E-File via EDI, and promptly returned to the Road Toll Bureau. If you want to E-File via EDI and have not yet forwarded a signed and dated copy of the Trading Partner Agreement Partner Profile, please do so. Once the forwarded Agreement has been received and processed by the Bureau, the licensee will be contacted via e-mail to sign up to access the Bureau's E-File Certification website: <https://cert.roadtoll.nh.gov/>. Be advised that each licensee who wants to E-File via EDI must submit two successful test transmissions of different filing periods via the Certification website, and matching monthly paper reports to the Bureau, in order to be approved to file electronically beginning July, 2010. Licensees must submit test files for each type of report they file with the Bureau. Please note that page 1-7 of the EDI guide provides additional certification procedure information.

Additionally, the Bureau previously posted new, taxpayer related report, schedule, and application forms at the following URL: <http://www.nh.gov/safety/divisions/administration/roadtoll/forms.html>. These forms have an effective date of March 2010. If you have not yet downloaded the forms, please do so and use them for reporting activity for April, 2010 reporting periods and forward. If you have any form-related questions, please contact the Road Toll Bureau at the following: (603)271-2311.

More information will be forthcoming; please bookmark and visit the NH Department of Safety's Road Toll Bureau web page at the following: www.nh.gov/safety/divisions/administration/roadtoll/index.html.

Sincerely,

A handwritten signature in black ink, appearing to read "Eric Marshall".

Eric Marshall
Road Toll Administrator